

**American Embassy, Amman
Vacancy Announcement**

POSITION: **Administrative Officer, LHS-6/7** (Developmental level I)

OPENING DATE: **6 February 2011**

CLOSING DATE: **20 February 2011**

WORK HOURS: **Part time;** 30 hours/week

SALARY: JD 6,376 per annum (Position Grade: LHS-6/7; developmental level I, with the potential to reach JD14, 000 per annum, at a full performance level III, within 3 to 4 years)

The U.S. Embassy in Amman is seeking a creative and skillful individual who can perform a variety of support duties related to logistics, finance, human resources, and independent contractor management. Successful candidate must be able to use interpersonal skills and work collaboratively and effectively in a fast-paced, multicultural, dispersed team environment. The candidate must also have an excellent customer service skills ability to work in a fast-paced, tact, and discretion with customer and organizational skills to set priorities in the face of several tasks.

QUALIFICATIONS REQUIRED

1. Bachelor degree in Human Resources, Management, Business Administration, Public Administration, Financial Management, Liberal Arts, Law, or a related field is required.
2. Two to three years support experience in Human Resources, Administration, or Financial Management field
3. Level 4 fluency in English and Arabic languages is required. Short-listed candidates will sit an English proficiency test at the American Language Center.
4. Good knowledge of Microsoft Office.
5. Must have the ability and willingness to perform a wide variety of support tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements. Candidate must also have the ability and willingness to use time management and organizational skills to complete work requirements in a timely manner and to continually update and acquire new knowledge and skills.
6. Must be a Jordanian national or an ordinarily resident in Jordan. **All ordinarily resident applicants must have the required work and/or residency permit to be eligible for consideration.**

TO APPLY:

Interested applicants for this position should send a cover letter and a current resume or curriculum vitae electronically to the following e-mail address: jordantranslator@yahoo.com before the deadline. Late applications will not be considered.

CLOSING DATE FOR THIS POSITION: 20 February 2011

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.